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|  | Market Code Schedule 14Code Subsidiary Document No. 0201Settlement Timetable & Reporting |
|  |  |
|  | Version: 9.0 Date: 2019-10-24Document Ref: CSD0201 |

###### Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Number** | **Date of Issue** | **Reason For Change** | **Change Control Reference** | **Sections Affected** |
| 1.0 | 14/05/2007 | N/A |  |  |
| 1.1 | 31/08/2007 | Go live version  |  |  |
| 1.2 | 31/03/2009 | Baseline the format of the Aggregated Settlement Report | MCCP016-CC | Section 2.5 & Appendix 2 |
| Formalise the use of the Disaggregated Settlement Report | MCCP024 | Section 2.5 |
| Removal of nugatory obligations in CSD0201 | MCCP025 | Sections 2.3, 2.4.1, 3, 4 & Appendix 1  |
| 1.3 | 17/08/2009 | Re-assessed Charges  | MCCP035-CC | Appendix 2 |
| 1.4 | 26/08/2009 | To allow additional Settlement Runs | MCCP022 | Sections 2.1, 2.4, 2.5.1 and 4Appendices 1 and 2 |
| 1.5 | 08/12/2009 | Specification of the Disaggregated Settlement Report | MCCP036 | Section 2.5.1New Appendix 3 |
| 1.6 | 29/03/2010 | RF Changes | MCCP046-CC | Sections 2.4, ... 2.4 and Remove Appendix 1 |
| 2.0 | 2014-03-21 | LPs available to SW | MCCP131 | App. 3 |
| 3.0 | 2014-09-21 | Further Disaggregation and TE Disagg Reports | MCCP136MCCP143 | Appendix 3 |
| 4.0 | 2015-03-31 | SGES Changes | MCCP161 – CC | Appendices 2 and 3 |
| 5.0 | 2016-03-18 | Rounding differences between Agg and Disagg Reports | MCCP187 | Appendices |
| 6.0 | 2017-03-16 | Agg Report format and Disagg content.Timing of P1s. | MCCP194MCCP206-CC | Sections 2.4 and 2.5 and Appendices |
| 7.0 | 2018-02-01 | Transition to Live RVsFebruary 2018 CSD Drafting | MCCP214-CCMCCP219 | Appendix 3 |
| 8.0 | 2018-04-04 | TTRAN and PPDISC | MCCP227 – CC |  |
| 9.0 | 2019-10-24 | Remove unused content | MCCP238 | Section 2.2 |

###### Table of Contents

[1. Purpose and Scope 5](#_Toc485820097)

[2. Settlement Timetable and Reporting Description 6](#_Toc485820098)

[2.1 Provision of the Settlement Timetable for each Year 6](#_Toc485820099)

[2.2 Provision of the Scottish Water Data 6](#_Toc485820100)

[2.3 Deleted in Version 1.2 6](#_Toc485820101)

[2.4 Settlement Run Types 6](#_Toc485820102)

[2.5 Settlement Report Content 8](#_Toc485820103)

[3. Process Diagrams 10](#_Toc485820104)

[4. Interface and Timetable Requirements 11](#_Toc485820105)

[Appendix 1: Deleted in Version 1.6 12](#_Toc485820106)

[Appendix 2: Aggregated Settlement Reports 13](#_Toc485820107)

[APP 2.1: Record Layout for the Tab Based File 13](#_Toc485820108)

[Appendix 3: Disaggregated Settlement Reports 14](#_Toc485820109)

[APP 3.1: General Information 14](#_Toc485820110)

[APP 3.2: Field Derivation Information 16](#_Toc485820111)

[APP 3.3: Field Type Information 23](#_Toc485820112)

[APP 3.4: Recognised Issues 26](#_Toc485820113)

# Purpose and Scope

This document describes how the CMA will produce the Settlement Timetable and describes the content of the Settlement Reports that the CMA will produce in any Year.

# Settlement Timetable and Reporting Description

## Provision of the Settlement Timetable for each Year

The CMA will provide a Settlement Timetable to all Trading Parties 30 Business Days prior to the first Settlement Run (P1) of each Year. This timetable will detail the calendar dates on which the CMA will issue the Settlement Reports to Trading Parties in any Year. The various Settlements Reports that the CMA will produce are described as P1, R1, R2, R3, R4 (where applicable) and RF (which is further explained later in this document).

## Provision of the Scottish Water Data

Scottish Water will provide the CMA with the Scottish Water Data at least 20 Business Days prior to the first Settlement Run (P1) of anyYear.

## Deleted in Version 1.2

## Settlement Run Types

The CMA will calculate the relevant Wholesale Charges payable by each Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer, in respect of each Settlement Day by performing the Settlement Runs. The CMA will perform at least four Settlement Runs for each Settlement Day: P1, R1, R2, and R3, and additionally where applicable R4, and will perform the Tariff Year Settlement Run (RF) once for each Year. The CMA will report each of these Settlement Runs as follows:

* P1 – the preliminary Settlement Run(s), the Settlement Reports for which will be issued 16 Business Days before the start of the month prior to the Invoice Period in which the Settlement Day falls;
* R1 – the first Settlement Run(s), the Settlement Reports for which will be issued 2 Business Days after the end of the Invoice Period in which the Settlement Day falls;
* R2 – the second Settlement Run(s), the Settlement Reports for which will be issued 2 months after the end of the Invoice Period in which the Settlement Day falls;
* R3 – the third Settlement Run(s), the Settlement Reports for which will be issued 8 months after the end of the Invoice Period in which the Settlement Day falls;
* R4 – the fourth Settlement Run(s), the Settlement Reports for which will be issued after R3 and before RF, where applicable, and as set out in the Settlement Timetable published by the CMA; and
* RF – the Tariff Year Settlement Run, the Settlement Reports for which will be issued before the end of the Year which immediately follows the Year to which the Tariff Year Settlement Run relates.

### Settlement Day Based Settlement Runs (P1, R1, R2, R3 and (where applicable) R4)

The CMA will capture any changes to the Registration and Volume data of a Supply Point in each Settlement Run (P1, R1, R2, R3, and (where applicable) R4) for a given Settlement Day. The report data generated by the CMA in respect of each Supply Point through each Settlement Run will therefore become progressively more accurate.

In Settlement Run P1, the CMA will calculate a forecast of the Wholesale Charges that will be payable by each Licensed Provider in respect of each Supply Point registered to it and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer, on the relevant Settlement Day.

The CMA's calculations during R1 Settlement Runs will factor in all data submitted to it relating to any changes to a Supply Point's SPID Data and/or Trading Data during the relevant Invoice Period.

The CMA's calculations during R2 Settlement Runs will factor in all new SPID Data and Trading Data submitted to it since Settlement Run R1 (particularly Meter Reads that are performed on a monthly basis).

The CMA's calculations during R3 Settlement Runs will factor in all new SPID Data and Trading Data submitted to it since Settlement Run R2 (particularly Meter Reads that are performed on a bi-annual basis).

The CMA's calculations during applicable R4 Settlement Runs will factor in all new SPID Data and Trading Data submitted to it since Settlement Run R3.

The CMA may perform further ad hoc settlement runs, as required in accordance with the Market Code.

### Tariff Year Settlement Run (RF)

The CMA will perform the RF Settlement Run before the end of the Year which immediately follows the Year to which the Tariff Year Settlement Run relates. The CMA's calculations during this Settlement Run will factor in the Actual Weighted Average Unit Ratefor each Supply Point to calculate the Wholesale Charges that should have been payable by each Licensed Provider over the relevant Year and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer for volumetric charges. Further detail on this process is provided in CSD0207 (RF Charge Calculation, Allocation and Aggregation).

## Settlement Report Content

### Settlement Day Based Settlement Report (P1, R1, R2, R3 and where applicable R4)

The Settlement Report will comprise an aggregated Settlement Report (“the Aggregated Settlement Report”) and a disaggregated Settlement Report (“the Disaggregated Settlement Report”). The Aggregated Settlement Report will provide aggregated Settlement Day charges payable in each respective Invoice Period. For the avoidance of doubt, the Aggregated Settlement Report is the report on which Wholesale Charges are based; the Disaggregated Settlement Report is provided for information only.

Each Aggregated Settlement Report will contain the following information:

* The Volume supplied by the Licensed Provider and by Scottish Water in respect of any SPIDs subject to a Temporary Transfer for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
* The volumetric charges payable by the Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer for each of the different volumetric Service Elements which it provided during the relevant Invoice Period;
* The total number of Settlement Days Registered for each of the different Non-Volumetric Service Elements which it provided during the relevant Invoice Period;
* The Non-Volumetric charges payable by the Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer, for each of the different non-volumetric Service Elements which it provided during the relevant Invoice Period;
* The total Volume supplied, number of Settlement Days Registered and charges payable by the Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer, for Trade Effluent Services which it provided during the relevant Invoice Period.

The detail of the Aggregated Settlement Report is set out in Appendix 2.

The Disaggregated Settlement Report provides Wholesale Charging information at Service Element level. For each LP and for Scottish Water in respect of any SPIDs subject to a Temporary Transfer, the Disaggregated Settlement Report will contain the relevant information in respect of the SPIDs for which they are the registered LP. For Scottish Water additionally, the Disaggregated Settlement Report will contain the relevant information in respect of every SPID. The detail of the Disaggregated Settlement Report is set out in Appendix 3.

### Tariff Year Settlement Report (RF)

The Settlement Report will comprise an aggregated Settlement Report (“the Aggregated RF Settlement Report”) and a Disaggregated Settlement Report (“the Disaggregated RF Settlement Report”). The Aggregated RF Settlement Report will provide aggregated Settlement Day charges payable in respect of the Tariff Year. For the avoidance of doubt, the Aggregated RF Settlement Report is the report on which Wholesale Charges are based; the Disaggregated RF Settlement Report is provided for information only.

The detail of the Disaggregated RF Settlement Report is set out in Appendix 3

 The Aggregated RF Settlement Report will contain the following information:

* The Volume supplied by the Licensed Provider and by Scottish Water in respect of any SPIDs subject to a Temporary Transfer for each of the different volumetric Service Elements which it provided during the Year;
* The Volumetric Charges payable by the Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer for each of the different volumetric Service Elements which it provided during Year;
* The total number of Settlement Days Registered for each of the different non-volumetric Service Elements which it provided during the Year;
* The Non-Volumetric charges payable by the Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer, for each of the different Non-Volumetric Service Elements which it provided during the Year;
* The total Volume supplied, number of Settlement Days Registered and charges payable by the Licensed Provider and notionally payable by Scottish Water in respect of any SPIDs subject to a Temporary Transfer for Trade Effluent Services which it provided during the Year.

# Process Diagrams



# Interface and Timetable Requirements

| **Step Ref** | **When** | **Requirement** | **From** | **To** | **Information** |
| --- | --- | --- | --- | --- | --- |
| 1.1  | At least 30 Business Days prior to Settlement Run P1 run for the relevant Year  | Provide Settlement Reports Timetable to all Licensed Providers and SW | CMA | LPs; SW | Settlement Reports Timetable for all Settlement Reports to be provided in the forthcoming Year. |
| 1.2 | At least 20 Business Days before Settlement Run P1 of the relevant Year | Scottish Water to provide the Scottish Water Data to the CMA for the relevant Year | SW | CMA | Scottish Water Data provided and made available to the Licensed Providers. |
| 1.3 | As specified in the Settlement Reports Timetable. | Regular Settlement Runs.P1 – PreliminaryR1 – Run 1R2 – Run 2R3 – Run 3R4 – Run 4 | CMA | SW; LPs | Settlement Reports |
| 1.4 | As specified in the Settlement Reports Timetable. | RF Settlement Run  | CMA | SW, LPs | Settlement Reports |

# Appendix 1: Deleted in Version 1.6

# Appendix 2: Aggregated Settlement Reports

This appendix sets out the format and detailed content of the Settlement Reports for both the monthly Invoice Period Settlement Runs (P1-R3 and R4 (where applicable)) and the RF Settlement Run):

* Section APP 2.1 defines the Tab based record layout and headers for the file.

## APP 2.1: Record Layout for the Tab Based File

The output file is a CSV with eleven columns and is structured as follows:

|  |  |
| --- | --- |
| **Report Header** | **Description** |
|  Type | States which Settlement Run Type has been performed, as defined in CSD0201. |
|  Tariff Year | States the Financial Year which the Settlement Report belongs to and quotes the calendar year in which it begins. |
|  Invoice Period | For an IP Run: The Invoice Period (date and month) Provides the numerical value and date range that apply for that IP. This is a calendar month.For an RF Run: The Year as in “Year: 01/04/2008 – 31/03/2009” |
|  Scheduled Run Date | The date that the Settlement Report was produced. This occurs at the beginning of the clock day (i.e. occurs before the start of the Business Day if run on a Business Day). |
|  Organisation ID | The ID of the Licensed Provider to whom the charges and or volumes in the row relate. Scottish Water will be identified here as ‘SWx’ in respect of any SPIDs subject to a Temporary Transfer |
| Organisation Name | The name of the Licensed Provider to whom the charges and or volumes in the row relate. Scottish Water will be identified here as ‘SWx’in respect of any SPIDs subject to a Temporary Transfer |
| Service Group Name | The general description of the Service Element to which the charges and or volumes in the row relate |
| Service Element | The particular Service Element to which the charges and or volumes in the row derive from |
| Number of Registered Days | The number of days within the Invoice Period over which the SE applies. |
| Volume/m3 | The volume applicable to the SE. |
| Charges/pence | The charge for the specified SE. |

NOTE: Negative values can occur in respect of both volumes and charges. They are shown using a minus sign (“-“).

# Appendix 3: Disaggregated Settlement Reports

This appendix sets out the format and detailed content of the Disaggregated Settlement Report for all Settlement Runs other than RF. The output files are CSVs with 40 columns for the water and sewer reports and 39 columns for the trade effluent reports, with all records having the same structure. The report files are created after each settlement run; they use the identical data as their associated Aggregated Settlement Report. The reports for the CMA and SW contain some 600‑700,000 records; reports for LPs will depend on the number of SPIDs and DPIDs.

The reports contain details of all water, sewer and trade effluent charges at Service Element level:

* The generic rules are set out in the Section APP 3.1;
* The derivation of each field is set out in Section APP 3.2; and
* The format and type of each field are set out in Section APP 3.3.

## APP 3.1: General Information

**File Structure**

There are two sets of reports: one covering water and sewer charges, the other covering trade effluent charges. Within each set, there are three extracts, all with the same structure:

**Water and Sewer Charges Set**

* X21: Detailed Settlement Data Extract for the CMA;
* X22: Detailed Settlement Data Extract for SW showing all data items; and
* X23: Detailed Settlement Data Extract for LPs and for SW (as SWx) in respect of any SPIDs subject to a Temporary Transfer with data restricted to a specific LP (or SWx).

**Trade Effluent Charges Set:**

* X24: Detailed Settlement Data Extract for the CMA
* X25: Detailed Settlement Data Extract for SW showing all data items; and
* X26: Detailed Settlement Data Extract for LPs and for SW (as SWx) in respect of any SPIDs subject to a Temporary Transfer with data restricted to a specific LP (or SWx).

The file name has the format X2n\_XXXX\_09CP01APRP1\_20090304050747.xxx where:

* X2n defines the file type X21, X22, X23, X24, X25 or X26;
* \_XXXX\_ defines the recipient;
* For Invoice Period Runs:
	+ 09CP01APR defines the year and the Invoice Period (IP);
* For RF Runs
	+ 09YEAR defines the year and the period of the Run
* P1, R1, R2, R3, R4, or RF defines the settlement run type;
* \_2009mmddhhmmss defines the date and time of the report; and
* xxx – the file is created as a .txt file but is usually compressed into a .zip file with the same file name for transmission to Market Participants.

The field separator is the pipe character “|”; if the field is blank then the record will contain “||” for each blank field. Quotations are not used to separate fields but may occasionally be found in address fields.

**SPID inclusion rules**

A SPID will be reported in one or both reports if it has a Service Element (SE) which has a charge or a volume with a zero charge or if it is vacant. A SPID will only be included in a given report if it has charges, or a volume with a zero charge, for the relevant Service Elements or if it is vacant. For the avoidance of doubt, a SPID will not be excluded from the report on the basis of being vacant in the Central Systems.

**Attribute Values**

Where an attribute of a SPID is changed during the period, a separate line will be presented for each such value.

All reports will show the gross volumes. Any applicable reduction in charges is achieved by scaling down the charging rate; this will affect Schedule 3; 29e and Service Elements affected by Phasing Transitional Arrangements.

**Rules for X23 and X26: Supporting Settlement Data Extract for LPs:**

LPs and Scottish Water (as SWx) in respect of any SPIDs subject to a Temporary Transfer only receive data for SPIDs registered to them and this is limited to the period of registration.

If there are no charges for the LP (or for SW, as SWx, with respect to SPIDs subject to a Temporary Transfer) then there will be no extract provided for that LP (or SWx).

A Sewerage Service LP or Scottish Water (as SWx) in respect of any SPIDs subject to a Temporary Transfer shall receive metering information that is directly related to Sewerage Charges.

## APP 3.2: Field Derivation Information

The disaggregated file is a flat file where all records have the same structure; however, there are several conceptual levels within a record:

* Level 1 is at ORGID level;
* Level 2 is at SPID level;
* Level 3 is at Service Element level; and
* Level 4 is at Meter Level.

**Water and Sewer Charges Report**

By inspection is can be seen that there will be one or more rows for most SPIDs held on the Central System. Where the SPID has more than one Service Element (SE) there will be one or more rows for each SE. Where a SPID or Service Element data item changes, a row for each period where the SE applies and no data changes occur will be provided. For instance, premises with a metered supply and a farm trough, with no SE data changes within the Invoice Period, will have a SE for the metered water supply and a SE for the trough. Where there is more than one meter of the same size on the SPID each meter will be reported separately.

SPIDs with charges derived from rateable value may have two separate rows for such charges; one related to Rateable Value and one for Live Rateable Value.

* For a SPID that is not in transition from use of the RV to use of a Live RV, for periods after 2018-04-10, only the Live RV related row will appear and the RV column will not be populated. For periods prior to 2018-04-01, only the RV related row will appear and the Live RV column will not be populated.
* For SPIDs that are in transition from use of an RV to use of a Live RV, both rows will appear, each with charges weighted accordingly; for the RV related row, the Live RV column will not be populated and for the Live RV related row, the RV column will not be populated.
* For non-RV based charge rows, both RV and Live RV will be populated.

| Field | Description and Derivation |
| --- | --- |
| **Level 1: Data at Recipient Level** |
| RecipientOrg Id | Identity of the recipient of the file; The Licensed Provider ID or SW or the CMA |
| Year | The Settlement Year |
| Period | For an IP Run: The Invoice Period (date and month)For an RF Run: The string “Year” |
| Settlement Run | The settlement run type e.g. P1, R1, R2, R3, R4 or RF |
| Extract Type | Code for data extract type: X21 for CMA; X22 for SW; X23 for LPs |
| Timestamp | The time and date.  |
| **Level 2: Data at SPID level** |
| Postcode Outcode | Postcode OuterDerived from the D5013 for the SPID  |
| SPID | Supply Point Identification, this is the unique identifier allocated to each supply point by the CMA.Derived from the D2001 for the SPID |
|  LP ID | The Licensed Provider Identification or Scottish Water (as SWx) in respect of any SPIDs subject to a Temporary Transfer. |
| SPID Category | SPID Category provides an abbreviation on whether the SPID is Water only (WONLY), Water with associated Sewerage (WANDS), Sewerage with associated Water (SANDW) or Sewerage only (SONLY). |
| Rateable Value | The SPID’s Rateable Value. Derived from the D2011 for the SPID |
| Live Rateable Value | The SPID’s Live Rateable ValueDerived from the D2042 for the SPID |
| RV Transition Flag | Populated with a Y when the transition from RV to Live RV charging applies and left blank when no such transition applies.Derived from the D2044 for the SPID. |
| ExemptCustomer Flag | Populated with a Y when there is an Exempt Customer Flag and when there is none it will be blank in the report.Derived from the D2004 for the SPID |
| Exemption Percentage | Populated with the percentage exemption derived  |
| Phasing Transitional Arrangement | Populated with a Y when there is Phasing Transitional Arrangement and when there is none it will be blank in the report.Derived from the D2022 for the SPID |
| Schedule3 Applied | The Schedule 3 discount percentage applied to a supply point. 0 = zero discount 100 = “no charges - free”Derived from the D2003 for the SPID |
| Schedule 29e Applied | The 29e discount percentage applied to a supply point. 0 = zero discount 100 = “no charges - free”Derived from the D2006 for the SPID |
| LUVA | Large User Volume Agreement indicator for the supply point. Set to “Y” if the indicator is true, if not it will be left blank.Derived from the D2007 for the SPID |
| Un-measurable Indicator | This identifies whether the supply point has been declared as Unmeasurable. Set to “Y” if the indicator is true, if not it will be left blank. |
| Vacancy Indicator | This declares whether the premises for the SPID are vacant. Populated with a Y when the vacant; when not vacant it will be blank.Derived from the D2015 for the SPID |
| Consumption Indicator | This identifies a positive Meter Advance Period (used to test for charging during vacancy)Populated with a Y when true, if not it will be left blank. |
| EWA | For an IP Run: Estimate Weighted Average Unit Rate for the SPID as applicable at the end of the Invoice Period. For an RF Run: Blank. |
| EWA Changed this period | For an IP Run: Blank For an RF Run: Blank. |
| Meter Network Flag | Not used |
| Actual Weighted Average | For an IP Run: BlankFor an RF Run: The actual weighted average for a SPID.   |
| **Level 3: Data at Service Element Level** |
| Service Category | Identifies the service category for a SPID i.e. Water or Sewerage. The D2002 value for the SPID |
| Service Component | Identifies whether the line is presenting Measure (MEAS) or Miscellaneous services (MISC)  |
| ServiceElement | Chargeable meter size e.g. 20mm, 40mm, 80mm, Unmeasurable size, or other type of Service Element. |
| Registered days | The number of days between the Effective-From and Effective-To dates (inclusive) for a given service element / LP combination |
| Non Volumetric Charges | Total of the non-volumetric charges for Measured and Miscellaneous Services. Stated in pence and rounded to 2 decimal places. |
| Volumetric Charges | Total of the volumetric charges for Measured Services. Stated in pence and rounded to 2 decimal places.  |
| Estimated Volume | Only applies to Volumetric Service Elements. Shows the volume that is not based on a Meter Advance. It is the sum of Daily Volume Estimates (DVe) for the Invoice Period. It excludes Derived Volume but will include all volumes that are deduced for a Meter Network. For sewerage SPIDs apply the NRSA.See qualification in Appendix 3.4 |
| Actual Volume | Only applies to Volumetric Service Elements.Shows the volume that is based on a Meter Advance (the sum of DVa for the Invoice Period) excludes Derived Volume. For sewerage SPIDs apply the NRSA. See qualification in Appendix 3.4 |
| Derived Volume | Only applies to Volumetric Service Elements.The derived volume as derived from the RV and from the Live RV for Unmeasurable Volumetric Charges. |
| Total Volume | Only applies to Volumetric Service Elements.This is the total volume for the SPID in the Invoice Period; it is the sum of the Estimated, Actual and Derived Volumes. |
| **Level 4: Data at Meter Level** |
| Meter Id | The unique meter IdentificationDerived from the D3001 for the Meter |
| MeterReadFrequency | The frequency that the licensed provider reads a meter e.g. Bi-annually (B) or monthly (M)Derived from the D3011 for the Meter |
| Last Read Date | The date of last meter reading |
| Estimated DailyVolume (Annualised) | For an IP Run: Only applies to Volumetric Service Elements. Will be populated using the DVe (where this is applicable for the Invoice Period) and multiplying this by the number of days in the Tariff Year.  It will be null where the Estimated Volume field is not populated or where this is the main meter for a Meter Network.For an RF Run: Blank |
| Estimated Yearly Volume | For an IP Run: Only applies to Volumetric Service Elements. The annual estimated volume that is used as the basis of the calculation to create the EWA for the Settlement Period  When the EWA is derived from an imputed volume based on the RV this field is blankFor an RF Run: Blank. |
| YVe Derivation Method | For an IP Run: Only applies to Volumetric Service Elements. The method used to derive the estimated yearly volume. It will be one of the following: ‘Read’ where a Meter Advance is used; ‘LPYV’ where a LP YVe has been used; or ‘ISTD’ where the industry default value is being applied. Where there is an NDA the annual volume is already provided and this field will be blank.For an RF Run: Blank |
|  LP YVe | Only applies to Volumetric Service Elements.Yearly volumetric usage estimate for each meter associated with the SPID provided by the LP or by Scottish Water in respect of any SPIDs subject to a Temporary Transfer.Derived from the D2010 for the Meter |
| Non-return to sewer allowance | Only applies to Volumetric Service Elements.This is the percentage applied to the metered water volume to calculate the sewerage volume for the sewerage SPID. The percentage is the % return to the sewer.Derived from the D3007 for the Meter |
| Effective from date | The Effective-From date (inclusive) for a given service element / LP combination |
| Effective to date | The Effective-To date (inclusive) for a given service element / LP combination |

**Trade Effluent Charges Report**

Where there is more than one meter associated with a DPID on a SPID each meter will be reported separately. Each change to a DPID parameter will be separately reported.

| Field | Description and Derivation |
| --- | --- |
| **Level 1: Data at Recipient Level** |
| RecipientOrg Id | Identity of the recipient of the file; The Licensed Provider ID or SW or the CMA |
| Year | The Settlement Year |
| Period | For an IP Run: The Invoice Period (date and month)For an RF Run: The string “Year” |
| Settlement Run | The settlement run type e.g. P1, R1, R2, R3, R4 or RF |
| Extract Type | Code for data extract type: X24 for CMA; X25 for SW; X26 for LPs |
| Timestamp | The time and date.  |
| **Level 2: Data at SPID and DPID level** |
| Postcode Outcode | Postcode OuterDerived from the D5013 for the SPID  |
| SPID | Supply Point Identification, this is the unique identifier allocated to each supply point by the CMA.Derived from the D2001 for the SPID |
| DPID | Discharge Point Identification, this is the unique identifier allocated to each discharge point by the CMA.Derived from the D6001 for the DPID |
|  LP ID | The Licensed Provider Identification or Scottish Water (as SWx) in respect of any SPIDs subject to a Temporary Transfer. |
| TE Treatment | The level of treatment applied by Scottish Water to discharges from the DPIDDerived from the D6011 for the DPID |
| Seasonal Discharge Indicator | Populated with a Y when the relevant premium applies and when it does not it will be blank in the report.Derived from the D6010 for the DPID |
| Pcent Allowance | The non-discharged allowance percentage applied to a discharge point. 0 = zero discount 100 = “no volume discharge”Derived from the D6012 for the DPID |
| Fixed Allowance | The non-discharged allowance volume applied to a discharge point.Derived from the D6013 for the DPID |
| Non-domestic Allowance | Volume associated with foul sewerage for a discharge point. Derived from the D6009 for the DPID |
| Chargeable Daily Volume | The volume used to calculate the availability charge for the discharge point. Derived from the D6003 for the DPID |
| sBODL | Chargeable Settled Biochemical Oxygen Demand load in [kg/day] Derived from the D6004 for the DPID |
| TSSL | Chargeable Total Suspended Solids load in [kg/day] Derived from the D6005 for the DPID |
| Ot | Fixed Strength Chemical Oxygen Demand. Derived from the D6006 for the DPID |
| St | Fixed Strength Solids Demand Derived from the D6007 for the DPID |
| Schedule3 Applied | The Schedule 3 discount percentage applied to a Discharge Point. 0 = zero discount 100 = “no charges - free”Derived from the D2003 for the DPID |
| ExemptCustomer Flag | Populated with a Y when there is an Exempt Customer Flag and when there is none it will be blank in the report.Derived from the D2004 for the SPID. |
| Exemption Percentage | Populated with the percentage exemption derived  |
| Vacancy Indicator | This declares whether the premises for the SPID are vacant. Populated with a Y when the vacant; when not vacant it will be blank.Derived from the D2015 for the SPID |
| Consumption Indicator | This identifies a positive Meter Advance Period (used to test for charging during vacancy)Populated with a Y when true, if not it will be left blank. |
| **Level 3: Data at Service Element Level** |
| Registered days | The number of days (inclusive) over which the given Level 1and Level 2 data/service element / LP combination applies. |
| Availability Charge | The total availability charge for the Discharge Point. Stated in pence and rounded to two decimal places. |
| Operational charge | The total operational charge for the Discharge Point. Stated in pence and rounded to two decimal places.  |
| Estimated Volume | Shows the volume that is not based on a Meter Advance. It is the sum of Daily Volume Estimates (DVe) for the Invoice Period. It includes all volumes that are deduced for a meter network (Complex Site SPID). Pcent Allowance, Fixed Allowance and Non-Domestic Allowance should all be applied.See qualification in Appendix 3.4 |
| Actual Volume | Shows the volume that is based on a Meter Advance (the sum of DVa for the Invoice Period). Pcent Allowance, Fixed Allowance and Non-Domestic Allowance should all be applied.See qualification in Appendix 3.4 |
| Total Volume | This is the total volume for the DPID in the Invoice Period; it is the sum of the Estimated and Actual Volumes. |
| **Level 4: Data at Meter Level** |
| Meter Id | The unique meter IdentificationDerived from the D3001 for the Meter |
| Meter Treatment | The meter type (Scottish Water or one of the various types of private meter). Derived from the D3022 for the Meter |
| MDVol | The percentage of the volume recorded by the meter that is associated with the discharge point. Derived from the D3024 for the Meter |
| MeterReadFrequency | The frequency that the licensed provider reads a meter e.g. Bi-annually (B) or monthly (M)Derived from the D3011 for the Meter |
| Last Read Date | The date of last meter reading |
| Estimated DailyVolume (Annualised) | For an IP Run: Will be populated using the DVe (where this is applicable for the Invoice Period) and multiplying this by the number of days in the Tariff Year.  It will be null where the Estimated Volume field is not populated or where this is the main meter for a Meter Network.For an RF Run: Blank |
| Estimated Yearly Volume | For an IP Run: The annual estimated volume that is used as the basis of the calculation to create the EWA for the Settlement Period For an RF Run: Blank. |
| YVe Derivation Method | For an IP Run: The method used to derive the estimated yearly volume. It will be one of the following: ‘Read’ where a Meter Advance is used; ‘LPYV’ where a LP YVe has been used; or ‘ISTD’ where the industry default value is being applied. Where there is an NDA the annual volume is already provided and this field will be blank.For an RF Run: Blank |
|  LP YVe | Only applies to Volumetric Service Elements.Yearly volumetric usage estimate for each meter associated with the SPID provided by the LP or by Scottish Water in respect of any SPIDs subject to a Temporary Transfer.Derived from the D2010 for the Meter |
| Meter Network Flag | Indicates that the meter is a Main Meter in a Meter Network. Sub-meters are not specifically indicated |
| Effective from date | The Effective-From date (inclusive) for a given service element / LP combination |
| Effective to date | The Effective-To date (inclusive) for a given service element / LP combination |

## APP 3.3: Field Type Information

**Water and Sewer Charges Report**

| Field | Type | Opt | Notes |
| --- | --- | --- | --- |
| Recipient Org Id | nvarchar(50) | M |  |
| Year | nvarchar(2) | M |  |
| Period | nvarchar(10) | M |  |
| Settlement Run | nvarchar(2) | M |  |
| Extract Type | nvarchar(5) | M |  |
| Timestamp | nvarchar(14) | M | Format: yyyymmdd000 000 |
| Postcode Outcode | nvarchar(4) | O |  |
| SPID | nvarchar(12) | M |  |
| LP Id | nvarchar(50) | M |  |
| SPID Category | nvarchar(5) | M |  |
| Rateable Value | decimal(18,2) | M | defaults to 0 |
| Live Rateable Value | decimal(18,2)  | M | Defaults to 0 |
| ~~Rateable Value Factor~~ | ~~decimal(1,8)~~  | ~~M~~ | ~~Values will be; 0.66666666, 0.33333333 and 0.00000000~~ |
| RV Transition Flag | Nvarchar (1) | O | Y if true else blank |
| Exempt Customer Flag | nvarchar(1) | O | Y if true else blank |
| Exemption Percentage Applied | decimal(5,2) | O | blank if not applied |
| Phasing Transitional Arrangement | nvarchar(1) | O | Y if true else blank |
| LUVA Applied | nvarchar(1) | O | Y if true else blank |
| Schedule3 Applied | decimal (18, 8) | O | blank if not applied |
| Schedule29e Applied | decimal (18, 8) | O | blank if not applied |
| Unmeasurable Indicator | nvarchar(1) | O | Y if true else blank |
| Vacancy Indicator | nvarchar(1) | O | Y if true else blank |
| Consumption Indicator | nvarchar(1) | O | Y if true else blank |
| EWA | decimal(18,2) | O |  |
| EWA Changed this period | nvarchar(8) | O | Format: yyyymmdd |
| Meter Network Flag | nvarchar(1) | O | Y if true else blank |
| Actual Weighted Average | decimal(18,2) | O |  |
| Service Category | nvarchar(2) | M |  |
| Service Component | nvarchar(4) | M |  |
| Service Element | nvarchar(50) | M |  |
| Registered days | integer | M |  |
| Non Volumetric Charges | decimal(26,2) | M | defaults to 0 |
| Volumetric Charges | decimal(26,2) | M | defaults to 0 |
| Estimated Volume | decimal(26,4) | O |  |
| Actual Volume | decimal(26,4) | O |  |
| Derived Volume | decimal(26,4) | O |  |
| Total Volume | decimal(26,4) | O |  |
| Meter Id | nvarchar(40) | O |  |
| Meter Read Frequency | nvarchar(1) | O |  |
| Last Read Date | nvarchar(8) | O | Format: yyyymmdd |
| Estimated Daily Volume (Annualised) | decimal(26,4) | O |  |
| Estimated Yearly Volume | decimal(26,4) | O |  |
| YVe Derivation Method | nvarchar(5) | O |  |
| LP YVe | integer | O |  |
| Non-return to sewer allowance | decimal(5,2) | O |  |
| Effective from date | nvarchar(8) | M | Format: yyyymmdd |
| Effective to date | nvarchar(8) | M | Format yyyymmdd |

**Trade Effluent report**

| Field | Type | Opt | Notes |
| --- | --- | --- | --- |
| Recipient Org Id | nvarchar(50) | M |  |
| Year | nvarchar(2) | M |  |
| Period | nvarchar(10) | M |  |
| Settlement Run | nvarchar(2) | M |  |
| Extract Type | nvarchar(5) | M |  |
| Timestamp | nvarchar(14) | M | Format: yyyymmdd000 000 |
| Postcode Outcode | nvarchar(4) | O |  |
| SPID | nvarchar(12) | M |  |
| DPID | nvarchar(32) | M |  |
| LP Id | nvarchar(50) | M |  |
| TE Treatment | nvarchar(11) | M |  |
| Seasonal Discharge Indicator | nvarchar(1) | O | Y if true else blank |
| Pcent Allowance | decimal (5,2) | M |  |
| Fixed Allowance | integer | M |  |
| Non Domestic Allowance | integer | M |  |
| Chargeable Daily Volume | decimal (26,4) | M |  |
| sBODL | decimal (18,8) | M |  |
| TSSL | decimal (18,8) | M |  |
| Ot | decimal (18,8) | M |  |
| St | decimal (18,8) | M |  |
| Schedule3 Applied | decimal (18, 8) | O | Blank if not applied |
| Schedule29e Applied | decimal (18, 8) | O | Blank if not applied |
| Exempt Customer Flag | nvarchar(1) | O | Y if true else blank |
| Exemption Percentage Applied | decimal(5,2) | O | blank if not applied |
| Vacancy Indicator | nvarchar(1) | O | Y if true else blank |
| Consumption Indicator | nvarchar(1) | O | Y if true else blank |
| Registered days | integer | M |  |
| Availability Charge | decimal(26,2) | M | defaults to 0 |
| Operational Charge | decimal(26,2) | M | defaults to 0 |
| Estimated Volume | decimal(26,4) | O |  |
| Actual Volume | decimal(26,4) | O |  |
| Total Volume | decimal(26,4) | O |  |
| Meter Id | nvarchar(40) | M |  |
| Meter Treatment | nvarchar(20) | M |  |
| MDVol | decimal (5,2) | M |  |
| Meter Read Frequency | nvarchar(1) | O |  |
| Last Read Date | nvarchar(8) | O | Format: yyyymmdd |
| Estimated Daily Volume (Annualised) | decimal(26,4) | O |  |
| Estimated Yearly Volume | decimal(26,4) | O |  |
| YVe Derivation Method | nvarchar(4) | O |  |
| LP YVe | integer | O |  |
| Meter Network Flag | nvarchar(1) | O | Y if true else blank |
| Effective from date | nvarchar(8) | M | Format: yyyymmdd |
| Effective to date | nvarchar(8) | M | Format: yyyymmdd |

**Notes on tables:**

|  |  |
| --- | --- |
| Type  | * Nvarchar(X) is a field containing character data possibly numeric with maximum length X.
* Decimal(x,y) is a numeric field with a maximum of x digits with a maximum of y digits after the decimal place. Hence maximum space is number of digits plus decimal place and possible leading minus sign.
 |
| Opt | M is Mandatory, O is Optional |

## APP 3.4: Recognised Issues

There are two recognised issues that in some circumstances the fields are not populated fully in accordance with this specification.

* Meter swaps affecting Estimated and Actual Volumes; and
* Actual Volume (meter networks).

Once these issues are remedied the bullets above and description below will no longer apply.

**Meter swaps affecting Estimated and Actual Volume**

* There are special circumstances when meters have been swapped out leading to incorrect values being provided for these two fields.
* Note that in all cases, Total Usage is correct and is the basis on which the charges are calculated.